

JOB TITLE: POLICE OFFICER I or Police Officer; POLICE OFFICER II or Police Officer First Class; and, POLICE OFFICER III or Police Corporal

DEFINITION

This level of police patrol or investigation requires sworn status to maintain the public peace, protect life and property, and enforce laws according to established department procedures under varying degrees of supervision. A significant aspect of this work involves contact with the community, therefore, duties must be performed in a tactful and conscientious manner.

All Police Officers are responsible, on a rotating shift basis or staggered schedule, for enforcing statutes, laws, and regulations for which the Department is able to take appropriate action under stress. Work performance is carefully monitored, reviewed and evaluated by the officer's immediate supervisor. The officer is also responsible for performing other related duties and assignments.

EQUIPMENT/JOB LOCATION

Police vehicles; issued firearms and other essential police devices; radios; radar, bicycles, computers; some office equipment including telephones, copiers, and other related equipment. The workplace is located in the Town offices and throughout the jurisdiction of the Town.

EXAMPLES OF DUTIES: (illustrative only)

Police Officers patrol assigned areas in vehicle or on foot; maintain radio contact with County Police Communications; reports crimes or unusual situations; responds to calls involving criminal violations; secures crime scenes to restore peace and protect evidence; call for assistance as needed; interviews complainants, suspects, and witnesses; collect evidence; make arrests; search suspects for weapons and dangerous substances and stolen property; transports suspects for booking purposes; obtain arrest warrants; fingerprint and photograph persons and scenes; interrogates suspects; deposit evidence and recovered property in Departmental storage; write criminal offense reports; and testify in court as needed.

Police Officers respond to calls for traffic accidents or other vehicle and pedestrian incidents; secure accident scenes to protect victims and property; give first aid and call for medical assistance; interview participants and witnesses; draw sketches and take measurements; issue traffic citations, if appropriate; write accident reports; and testify in court as needed.

Police Officers give general assistance to the public (assist stranded motorists, give directions, remove hazardous objects from roadway, search for lost children, etc.); assists persons with special problems and direct them to proper agency; issues traffic citations, warnings, parking tickets and safety repair orders; directs traffic at special events (parades) and at other locations (accidents, road hazards, signal malfunctions, etc.); serves arrest warrants issued by District Court; advises citizens and commercial businesses on crime prevention and security measures; gives talks to community groups, etc.; maintains vehicles and equipment to keep them clean and in good working order.

Police Officers regularly investigate criminal acts in accordance with Department regulations and associated Memorandums of Understanding and regularly provide lookouts, suspect photographs or images, and intelligence information as necessary. Officers also routinely process crime scenes to collect fingerprints, take statements, and arrest suspects or cause warrants to be issued while following up on these reported crimes. Officers may also routinely engage in plainclothes enforcement operations, detailed patrols, or be temporarily assigned to undercover work for limited use in narcotics enforcement and other related areas.

ESSENTIAL FUNCTIONS; REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Police officers are required to show the physical strength to repel attacks, engage in both vehicular and foot pursuit of suspects, forcibly detain or handcuff persons under arrest or who are an immediate threat to the officer, forcibly carry a prisoner to a transport vehicle and/or an injured person away from an immediate threat and toward treatment. The job of Police Officer is physically demanding and the requirements listed, by default, are not inclusive. Aside from responding to these job characteristics, the officer must prior to employment demonstrate the capabilities to pass the physical strength and efficiency requirements of the police academy for which he/she attended.

Police Officers must be able to communicate in English clearly and concisely, in both the written and spoken form and must be able to hear, understand, and follow simple oral directions as well as intricate commands. Officers must be able to visually perform all required duties, able to stand, walk and/or run for prolonged periods of time; and work in confined spaces. They must be able to transport themselves to and from various locations/ meetings.

Police Officers must have the ability to read and understand Federal, State, County, Local and Motor Vehicle Laws; understand local government structure and functions and Departmental written directives (General Orders Manual, SOPs, etc.); have ability to analyze

emergency situations, apply first aid and/or request emergency rescue services; have the ability to apply principles to solve practical problems and analyze situations quickly, unemotionally, and objectively; have the ability to work independently; have the ability to complete routine forms and records, calculate fractions, decimals and percentages; have the ability to apply law enforcement methods and procedures, and take appropriate action as needed; have the ability to handle sensitive public contacts; have knowledge of self-defense; have the ability to effectively use standard police weapons; must have knowledge of Cheverly's geography and street locations; be able to operate a motor vehicle under emergency conditions, and utilize police radios, radar, and other equipment.

Police Officers must have personal integrity; be attentive to detail; be emotionally stable, and physically fit. Additionally, Police Officers must be available for overtime as required.

MINIMUM QUALIFICATIONS

EDUCATION: Graduate of a recognized high school, or GED equivalent.

EXPERIENCE AND TRAINING: Graduation/certification from mandated entrance level training program for sworn police officer as accepted by the Maryland Police Training Commission.

ADDITIONAL DESIRABLE QUALIFICATIONS: Some college or vocational courses. Experience in related fields; Court experience. Computer/typing proficiency.

PROBATIONARY PERIOD: Permanent status as a sworn officer requires a probationary period of two (2) years, during which time performance will be carefully evaluated. Permanent status will be granted only if work performance is judged to be proficient.

REQUIRED LICENSES AND CERTIFICATES

Class "C" driver's license. Must be able to pass physical exam and all drug screening tests, as demanded.

Cheverly is an Equal Opportunity Employer. The Town stands ready to make reasonable accommodations to comply with the intent and spirit of the Americans with Disabilities Act.